

**COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS
DIVISION OF CONSERVATION SERVICES**

Filing Deadline: October 1, 2004

(Electronic fillings will NOT be accepted)

For DCS Office Use Only:

Urban Self-Help # _____
Total Project Cost: \$ _____
Reimbursement Rate _____ %
Grant Request \$ _____
Approval Date _____
Grant Award \$ _____

**FY05 ANNUAL GRANT ROUND
PARK AND RECREATION PROJECTS
URBAN SELF-HELP, SURF, and FEDERAL LAND & WATER CONSERVATION FUND PROGRAMS
APPLICATION FORM**

1. **Municipality** _____ **Population (2000 U.S. Census):** _____

2. **Project Name:** _____

Type of Project:

☐ Acquisition – acreage _____ ☐ New Development ☐ Renovation

Previous Assistance: ☐ Yes ☐ No

Watershed: _____ County: _____

3. **Contact Person:** _____

Agency: _____

Address: _____

_____ Zip _____

Telephone _____ Fax _____

Email: _____

Please note: the contact person is the official representative for this project as authorized under item #16(b) of this application, usually **not** the chief municipal officer.

4. **Briefly describe the Project on ONE attached page.** Be certain to include any information that may affect the rating system highlighted below. (Copies available upon request.)

a.) Acquisition Projects:

- concise natural resource description including wildlife habitat, water resources, and soils
- number of acres being acquired
- if it is in a high growth or high density area
- rare species
- state designated Area of Critical Environmental Concern (ACEC)
- unique geologic or landscape feature
- historic or archaeological resource
- wetlands (include linear footage of land bordering lake, river or coastal beach)

b.) Development or Renovation Projects

- describe facilities being developed
- describe community needs
- acres dedicated as park land
- interpretive services, environmental education
- brownfield projects must submit 21E evaluation

c.) All Projects:

- accessibility for the disabled
- long-term detailed site maintenance/management plan that includes sources of funding
- link to other recreation or conservation sites
- water based recreation, (include linear footage bordering water resource)
- participation by any other governmental agency (state, federal, county) or private nonprofit
- cooperation with local board of tourism (chamber of commerce)
- regional or statewide facility:

- serves a regional population of 35,000 which reside within a radius of 25 miles
- serves one or more urban area residents living within one-hour driving radius
- parking for 100 vehicles for regional status
- parking for 200 vehicles for statewide status
- public transportation route
- provides adequate comfort stations and potable water outlets
- serves all age groups (for either regional or statewide status)

5. Proposed Funding:

The Urban Self-Help program is a *reimbursement* program. Grant recipients are reimbursed after invoices have been paid. **The total project cost must be raised or appropriated by the municipality shortly after project approval if it has not already been appropriated.** Costs incurred prior to grant approval are ineligible with the exception of design costs. Force account labor is also ineligible. Mention any *previous, pending or anticipated* financial assistance on this project. Refer to Urban Self-Help regulations (Section 5.07) for eligible cost details.

Total Eligible Project Cost: (Less non-eligible state share.) _____

Urban Self-Help:
(52-70% based on Equalized Valuation Per Capita, maximum of \$500,000) _____

Municipal Share:
(Community Development Block Grant, Land Bank, Community Preservation Act, etc.,
please specify in project description under #4) _____

Other: (i.e. private donation to community, fund raising, etc.) _____

Please indicate if you would accept federal funding at 50% reimbursement ☐ Yes ☐ No
(acceptance of L&WC funds may require additional information at selection)

Attach a one page description of the proposed project budget including:

- a. The source of all local funding including donations, Community Preservation Act (CPA) or Cape Cod Land Bank Act (LBA) funds. The CPA and LBA both require that a conservation restriction (CR) be held by a qualified holder who must be identified on this application.
- b. Description of the details of any donation, if applicable (be sure these funds are gifted to the community and earmarked for the project).
- c. Description of any other sources of funding including federal, state, municipal or nonprofit organizations. List these partners and describe their contribution. Not all sources of state and federal funds are compatible with DCS grant programs.

6. Project Type: Please indicate type of project, refer to the program's regulations for definitions (Sec 5:03), and to the list of required attachments found at the end of this application form to substantiate any "yes" answers. Indicate here whether:

- (a) ☐ Your municipality is an urban population center
- (b) ☐ Your project is of regional or statewide significance
- (c) ☐ Your project qualifies as a "small town" project

7. Is your community is one of extreme critical need? (please refer to regulations for definitions (Sec 5:03), Eligibility requirements (5:04 (5)), and to list of required attachments found at the end of this application.

☐ Yes ☐ No

8. Is your community within an 'Economic Target Area'

☐ Yes ☐ No

9. Commonwealth Capital Application

In order to encourage municipalities to implement land use practices that are consistent with smart growth, the Romney Administration has implemented a new incentive policy known as Commonwealth Capital for discretionary grant programs. The project rating systems for the Self-Help and Urban Self-Help programs have been modified, such that 20% of available points reflect a municipality's Commonwealth Capital Score. In order to receive a Commonwealth Capital Score, municipalities must apply directly to the Massachusetts Office for Commonwealth Development (OCD). Submit a Commonwealth Capital Application, with appropriate documentation, for your community, available online at: www.mass.gov/oed/comcap.html, to obtain your score.

Have you applied for a Commonwealth Capital Score?
letter to OCD.

☐ Yes **Submit OCD response, or copy of your cover**

☐ No **Date anticipated for submission:** _____

10. Describe outstanding leases, restrictions or other rights or interests held by others in the Project Site and enclosed copy of the same.

11. Is the property permanently dedicated for park, playground, or recreation purposes? (See Required Attachments #2.) If not, please submit draft dedication language for DCS review.

☐ Yes

☐ No

Total acres of Dedicated Park Land _____

12. Are fees currently charged or proposed for this facility? If yes, please attach a copy of the fee system. Charging fees is allowed subject to DCS approval. The site cannot be restricted to municipal residents only. If fees are charged based on residency, fees for nonresidents are subject to Section 5.08(3) of the Urban Self-Help regulations.

☐ Yes (copy attached)

☐ No

13. Municipal Open Space and Recreation Plan: Define how Project meets priority needs defined in Action Plan, specify any reference to the Open Space and Recreation Plan with a page number. Community must have an Open Space and Recreation Plan approved by DCS or submit draft of plan to be eligible to participate in grant programs.

14. Define how Project meets priority needs as defined in the Massachusetts Outdoors 2000!, the Statewide Comprehensive Outdoor Recreation Plan (SCORP) available online at www.mass.gov/envir/dcs and click on "Publications". Focus on the demand information for your region and the statewide and regional goals.

15. Check the following if applicable to Project:

☐ Yes ☐ No Prime Agricultural Lands (see Ex. Order #193)

☐ Yes ☐ No Barrier Beach

☐ Yes ☐ No Cultural, Historic, Archeological Site: Contact MA Historical Commission (617) 727-8470

☐ Yes ☐ No Endangered Species Habitat: Contact MA Natural Heritage Program (508) 792-7270

☐ Yes ☐ No Scenic Road Designation

☐ Yes ☐ No Scenic River Designation

☐ Yes ☐ No Wetland Designation

- ☐ Yes ☐ No 100 Year Floodplain
☐ Yes ☐ No State Designated Area of Critical Environmental Concern (ACEC)
☐ Yes ☐ No Environmental Intrusion, i.e. overhead power lines (must be buried), safety hazards.
☐ Yes ☐ No Brownfield – 21E evaluation
☐ Yes ☐ No Environmental Justice community/neighborhood
☐ Yes ☐ No Acquisition involving Relocation of Residents, Tenants, or Businesses.
☐ Yes ☐ No Negotiated Sale
☐ Yes ☐ No Purchase and Sales Agreement or Agreed Price Amount \$ _____
Appraisal #1: Appraiser: _____ Valuation: \$ _____
Appraisal #2: Appraiser: _____ Valuation: \$ _____

16. Check if the following permits are required:

- ☐ Yes ☐ No U.S. Army Corps of Engineers (404 or Rivers and Waterways)
☐ Yes ☐ No MA: DEP Division of Wetlands & Waterways (617/292-5518)
☐ Yes ☐ No U.S. Coast Guard
☐ Yes ☐ No U.S. Dept. of Agriculture (Zoos)
☐ Yes ☐ No C. 131 s. 40 Wetlands (municipal conservation commission)
☐ Yes ☐ No Commonwealth Tidelands (CZM 617/727-9530)
☐ Yes ☐ No MEPA Review (301 CMR 11.00: MEPA Regulations) (617) 727-5830.

IMPORTANT NOTICE

**If any of the above permits are required, the permit or application for the permit must be submitted.
Should the project be selected for funding, the permit will be required as part of the final application.**

17. Attach certification of:

- a. Applicant community's legal authority to apply for the grant and to finance and construct the proposed facilities and the **Chief Executive Officers legal authorization to execute contracts**. This is a resolution, motion or similar action that has been duly adopted or passed as an official act of the community's governing body which authorizes the filing of the applications, including all understandings and assurances contained therein; and
 b. Authorization from chief municipal officer identifying individual named on the first page of this application who acts as official of municipality in connection with the application and who will provide such additional information as may be required (See Urban Self-Help Regulations 5.04:(6).

Date

Signature of Chief Municipal Officer

Name and Title (Typed)

Duration of Term

Mailing Address: _____

Telephone: _____

REQUIRED ATTACHMENTS

1. **Commonwealth Capital Application** – Submit copy of cover letter to confirm that your community has applied for this rating, or a copy of OCD's response and your score. The Commonwealth Capital Application, as well as additional guidance documents and information about Commonwealth Capital, is available on Commonwealth Development's website at: www.mass.gov/ocd/comcap.html.
2. **Boundary Plan of Site** (Survey or Plot Plan with adequate metes and boundary descriptions). The boundary plan submitted with the project application becomes the permanent protected boundary for the site. Acceptance of state or federal financial assistance obligates the community to permanently protect the project site. The Project Site is subject to Article 97 of the Constitution of the Commonwealth. Since the land is permanently protected, any boundary encroachment, change to a non-recreation use, or lack of basic maintenance may constitute a conversion of use. In the event that the property ceases to be used for such purposes, all interest in the property shall revert to the Commonwealth Owners of property so acquired or improved shall notify the Director in writing of any change in use or potential change in use of the property that is inconsistent with said open space purposes. The owner shall have 90 days from the date written notice was received by the Director to present satisfactory evidence that the basis for reversion has been cured, in which case the property shall not revert. Upon receipt of written notice, the Director may review the circumstances of the property and determine that reversion of the property is not appropriate or essential to the protection of public open space, and find that the provisions of 301 CMR 5.09(1) shall apply.
3. **Copy of municipal vote and deed proving that property is permanently dedicated for park, playground, or recreation purposes.** This is further explained in the DCS handout "Dedication to Conservation or Recreation Use and Boundary Map Requirements".
4. **Evidence of public hearing** on proposed project (copy of actual newspaper ad or actual posted announcement). Consider concentrating on local neighborhood participation by posting notices with tenants associations, in local grocery stores or with Community Development Corporations.
5. **USGS Locus Map** showing Project Site and any adjacent or nearby public or quasi-public land.
6. **Photographs** of Site, existing buildings.
7. **Acquisition Projects: Two appraisal reports** prepared in accordance with DCS requirements. Note that federally funded projects will be required to meet federal appraisal standards found at www.usdoj.gov/enrd/land-ack/yb2001.pdf. One copy of each report is sufficient.
8. **Site Development Plans:** services of a professional design firm are strongly recommended.
9. **Cost Estimates:** services of a professional design firm are recommended for renovation and development projects. DCS approved appraisals and closing costs are eligible for state reimbursement and should be included in your total project cost.
10. **Copy of municipal vote accepting the Conservation Commission (M.G.L. c.40 s.8c) and Park Commission (M.G.L. c.45 s.2) and current appointments to said Commissions.**
11. All applicants should request comments on their projects from the Massachusetts Natural Heritage and Endangered Species Program (MNHESP at: www.mass.gov/dfwele/dfw/nhesp/nhesp.htm), and the Massachusetts Historical Commission (MHC at: www.sec.state.ma.us/mhc/). Comments from the regional planning agency are also helpful. These review letters must be requested by the filing deadline, but the responses will be accepted anytime before funding decisions are made in September.

SUPPLEMENTARY DOCUMENTS ATTACHED AS NECESSARY

1. Copies of current leases, restrictions, or other rights or interests held by others in the property.
2. Fee Schedule.
3. Any necessary permits or applications for permits.